CLASSIFICATION: Health & Safety Intern
(20-25 hours per week)

JOB DESCRIPTION:
Internships provide meaningful training and work experience for college or graduate students pursuing academic studies related to the District’s mission and goals. Qualified candidate will provide administrative support to the Risk & Safety Department. Responsibilities will include, but are not limited to:

Assisting with updating procedures, Emergency Business Plan, required postings, assisting in the coordination of training classes, assisting with the update of forms and documentation, updating safety & training website, composing and typing miscellaneous correspondence, administrative filing, creating MS Excel spreadsheets, preparing charts and graphs, working on projects, and preparing documents using MS Word. This individual will also have the opportunity to learn in the field by shadowing around the facility and field locations.

QUALIFICATIONS:
Current enrollment in a full-time, accredited Bachelor’s or graduate degree program, preferably with some coursework in environmental science, with a focus on occupational safety. Must have a current GPA of 2.0 or higher and at least one year remaining in their degree program. Ability to work up to 20-25 hours a week. Must have a good understanding of modern business practices and procedures, business letter writing and elements of correct English usage, grammar, spelling, vocabulary, punctuation and mathematics. Advanced knowledge of Microsoft Word and Excel is required. Must have excellent organizational skills and the ability to maintain effective working relationships.

Interns must submit proof of full-time enrollment, class schedules and grades each semester/quarter. Interns are not eligible for employee benefits except for required sick leave benefits. Interns are “at-will” and can be terminated at the discretion of the Department Manager with or without cause and with or without prior notice.

Special requirements:
Possession of a valid California Class “C” Driver’s License and proof of automobile insurance.

Please attach or include the following documents to your application:
- **Cover Letter** with your expected graduation date, your hours available to work (between 8:00 a.m. – 4:30 p.m., Mon-Fri), and an explanation how your schooling relates to this internship.
- **Class Schedule/Unofficial Transcript** showing your current enrollment in a Bachelor’s or graduate degree program. The document must list your name and school name, current GPA, units, and your current or upcoming class schedule.

Hourly Rate: **Undergraduate: $15 per hour & Graduate: $17 per hour**

Candidates given an offer of employment will be required to pass a medical examination and background check. You must submit an OCWD online employment application to be considered. Please visit [www.ocwd.com](http://www.ocwd.com) to complete an application. Applications will be accepted until a sufficient number apply.

EOE